

**Minutes of Meeting
Grafton Planning Board
January 26, 2016**

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A regular meeting of the Grafton Planning Board was held on January 26, 2016 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman Sargon Hanna, Vice-Chair Michael Scully, Clerk Robert Hassinger, David Robbins, and Linda Hassinger. Staff present was Town Planner Joseph Laydon and Assistant Planner Ann Morgan and Office Manager Nicole Larson.

Chairman Hanna called the meeting to order at 7:00 p.m.

1: PUBLIC INPUT

No public input at this time.

ACTION ITEM 2B: DRAFT DECISION: MAJOR RESIDENTIAL SPECIAL PERMIT (MRSP 2014-10) – “VILLAGE AT INSTITUTE ROAD” SUBDIVISION – D. & F. AFONSO BUILDERS (APPLICANT/OWNER)

Planning Department Staff informed the Board that due to the pressing timeline for the “Grafton Hill” Subdivision decision and the complexity of their application for a modification, and the lengthy span of meeting minutes to sift through pertaining to the Village of Institute Road application, a draft could not be prepared to a level of readiness for review in time for the night’s meeting. Mrs. Morgan assured the Board that there will be a prepared draft ready for the February 9, 2016 Planning Board Meeting.

REVIEW AND DELIBERATION 2A: DRAFT DECISION: FINDINGS AND WAIVERS FOR MODIFICATION OF A DEFINITIVE SUBDIVISION PLAN APPLICATION – “GRAFTON HILL” SUBDIVISION – 12 CLEARVIEW STREET – WESTERLY SIDE GRAFTON LLC.

Mr. Laydon informed the Board members that though no formal response has been received as of yet from the Board of Selectmen on street lights for the subdivision, it is likely that they would approve 2 street lights only; one at the North Street entrance and another at the intersection of Clearview Street within the subdivision. The Planning Board would like to discuss this subject further with the Board of Selectmen and feels that there is a public safety concern to be discussed. David Crouse with the Town’s Department of Public Works has approved the plan submitted by the applicant and National Grid has submitted a cost estimate for LED lights for each of the poles, which the Board is recommending for the Subdivision.

The Board agreed to use the current meeting to discuss substantive changes so staff can revise the draft to include those changes by the upcoming meeting and votes could be exercised at that time. The Board then discussed how to distinguish items of concern that cannot be considered waivers due to the pre-approval of the 1953 application in review. Based on the December 14, 2015 meeting, there are no waivers for this modification due to its exemption from the Subdivision Rules and Regulations. Instead, these items of concern will be listed under the Findings due to the unique circumstances for this unique application with unique plan conditions. Mr. Hassinger noted that he would like to get a Phasing Plan from the Applicant for the construction of the roadway for the best interest of public safety. Staff will review Phasing Plan guidelines within the Subdivision Rules and Regulations for reference.

ITEM 3A: GENERAL BUSINESS: BILLS

The bills were circulated and signed.

**ITEM 3B.1: GENERAL BUSINESS: STAFF REPORT: SPECIAL PERMIT (SP 2015-2/3)
– HILLTOP SELF STORAGE PHASING PLAN & CONSTRUCTION UPDATE.**

Mr. Laydon gave a review of the phasing progress at the Hilltop Self Storage Site. He noted the issue of the trucks on site removing fill not using the gravel entrance, who have since been informed of the proper protocol.

**ITEM 3B.2: GENERAL BUSINESS: STAFF REPORT: UPDATE ON CONSTRUCTION
OF BROOKMEADOW VILLAGE SUBDIVISION**

The Board discussed the upcoming determination for this subdivision and will intend to have road acceptance on the warrant for May Town Meeting. Mr. Laydon noted that the bounds and fences are in and the site is mostly cleaned up of construction debris.

ITEM 3C: GENERAL BUSINESS: CORRESPONDENCE

Gristmill Village Subdivision is getting final approval from the Conservation Commission and department is working to make sure the Applicant is complying with Planning Board Requirements and documentation.

The fence at Follette Street has been moved back to comply with building set back requirements. Applicant and nearby residence are satisfied with the installation.

Cumberland Farms on Worcester Street will be making an alteration to the fence located on the rear of the property due to a site issue for the abutting property's driveway. The corner of the fence will be brought back by five (5) feet in order to allow for a better sight line for oncoming traffic. Issues with trash pick-up at the site were also addressed.

Mrs. Morgan encouraged Board members to subscribe to the department's website announcements for the information on applications and zoning initiatives.

ITEM 4. PLANNING BOARD WORKSHOP – ZONING BYLAW AMENDMENTS

Mr. Laydon informed the Board that the next two February meetings are light of material to include workshop items discussion time. He suggests that the Board look to revise the use table to broaden the descriptions with the intent to avoid pigeon holing applicants. Mr. Hassinger suggests that the department look into other nearby town's use tables for guidance. Mr. Hanna would like to go through the table to make it more inclusive. Mr. Robbins agrees it would be useful to review the table with particular specialty examples in mind. Mr. Hanna then suggested the option of having a Zoning Board Committee comprised of members from the Board of Selectmen, Planning, and Zoning Board of Appeals and a few people from the community to work through the list of current zoning initiatives. Mr. Hassinger suggested working through the initiatives one by one. Mrs. Hassinger noted that Board Members can submit language for amendment proposals at any time. Mr. Scully suggested that the Board continue to rework its current list, restacking as items are added to consider which should take priority.

Mr. Hanna commented on the number of accidents over recent weeks on Worcester Street at CVS and Mike's Mobile and suggested a no-left-turn be put in place for both businesses. The Board confirmed that this at the responsibility of the Board of Selectmen.

ITEM 5. REPORTS FROM PLANNING BOARD REPRESENTATIVES ON TOWN COMMITTEES AND CMRPC

Mr. Scully informed the Board that Funds for bike racks will be coming available for the town and the Board agreed they would like to instruct staff to write a letter of request to the Board of Selectmen.

MOTION by Mr. Scully, SECOND by Mr. Hassinger to instruct staff to write a letter to the Board of Selectmen to request funds from CMRPC for bike racks.

Mr. Laydon will be receiving trainings to be a town representative along with David Crouse for the complete streets project.

There will be a second kick-off meeting with CMRPC, Mass Audubon, Conservation, Planning and the public to discuss the Low Income Development (LID) grant in April. Mr. Laydon will draft an assessment for the Board to review.

ITEM 6: ANY OTHER ITEMS WHICH MAY LAWFULLY COME BEFORE THE BOARD

No other items came before the Board at this time.

ADJOURNMENT

MOTION By Mr. Hassinger, SECOND by Mr. Scully, to adjourn the meeting. MOTION carried unanimously 5 to 0.

The meeting was adjourned at 9:12 p.m.

Robert Hassinger, Clerk

EXHIBITS

- Phasing Plan: Hilltop Self Storage of Grafton, LLC; no date; received date January 4, 2016; 2 pages.
- Brookmeadow Village, Brookmeadow Village Lane 0+00 to 22+00+/- and Taft Mill Road, Construction Completeness Review; submitted by Graves Engineering Inc.; dated January 18, 2016; received January 21, 2016; 2 pages.
- Proposed 2016 Annual Town Meeting Article Ideas as of 11/23/15; submitted by Joseph Laydon, Town Planner; no date; received January 13, 2016; 5 pages.
- Draft Decision: Modification of Definitive Subdivision Plan "Grafton Hill" Subdivision; dated January 25, 2016; no received date; 20 pages.